

FINAL

CHAPTER 7-

PROCUREMENT CONTRACTS

Properties in the U.S. Department of Housing and Urban Development (HUD) single family inventory must be maintained to ensure that they remain in good physical condition and retain their financial value. Information about HUD procurements awarded to vendors and contractors for the goods and services provided to maintain HUD's single family property inventory are tracked in the Single Family Acquired Asset Management System (SAMS). This chapter describes the steps that Marketing & Management (M&M) staff follow to record and maintain information about the procurements and track expenditures against those procurements.

Chapter 7 contains:

7.1 - Procurement Contracts Overview

This section provides an introduction to the tasks involved in recording and maintaining information about vendor and contractor procurements awarded to maintain HUD's single-family property inventory.

7.2 - Procurement Contracts Task

This section contains illustrations and detailed descriptions of the Single Family Acquired Asset Management System (SAMS) screens accessed during contracts and purchase order processing.

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7 PROCUREMENT CONTACTS

7.1 Procurement Contracts Overview

Introduction

This chapter describes in more detail the Procurement task within the Maintain Property Case Management subprocess briefly identified in **Chapter 1 – Introduction to SAMS**. The Procurement tasks track the HUD-issued Single Family Acquired Asset Management System (SAMS) contracts for goods and services necessary to ensure that properties in the HUD single-family inventory remain in good physical condition and retain their financial value. Users can

- Track minimum and maximum cases for a Closing Agent contract at the period level
- Track and report paid and pending case counts, in addition to dollar amounts, for each Closing Agent contract period based on tracking intervals
- Record contract information
- Track the amount paid, pending, and remaining versus the obligation per contract period

This chapter includes:

Section 7.1 - Procurement Contracts Overview which provides an overview of the Procurement Contracts tasks and the procurement information tracked.

Section 7.2 - Procurement Contracts Task which provides step-by-step instructions for

- Recording and maintaining information about procurements that are awarded to vendors and contractors for the goods and services they provide to maintain HUD's single-family property inventory
- Tracking expenditures against those procurements made in support of property management functions.

Procurements are usually made by M&M contractors, although authorized field office (FO) employees may also initiate such purchases.

Note

While this document describes procedures that HUD personnel follow when capturing, displaying, modifying, and deleting information in SAMS, it should not be construed that the procedures presented replace or represent official HUD policy. Any changes to HUD business practices that affect SAMS' processes, screens, or reports will be documented in subsequent versions of this document.

7.1 - Procurement Contracts Overview (continued)

Processing Tasks

The Procurement Contracts Tasks are:

Task 1: Establish Procurement Records

Task 2: Maintain Procurement Information

Task 3: Track Procurement Work Projects

Task 1: Establish Procurement Records

Authorized Headquarters and HOC staff record contract obligation information (contract type, value, effective date, expiration date, contract period) within the M&M area for established payee NAIDs through the Procurement Contract (PRCN) screen. This screen is described in detail under **Procurement Contract (PRCN) Data Screen**.

Task 2: Maintain Procurement Information

Once contract information is established in SAMS, it can be updated through the Procurement Contract (PRCN) and Contract Modification (PRCM) screens. Through the Contract Modification (PRCM) screen, described in detail under **Contract Modification (PRCM) Data Screen**, authorized users modify the Closing Agent and PM contract amounts for specified periods.

The paid and pending amounts for all open contracts are updated nightly through a SAMS batch process or through data entry on the HUD-1 (CMH1/CMH2) screens, illustrated and described in detail under **HUD-1 (CMH1/CMH2) Screens in Chapter 3 – Case Management**.

Task 3: Track Procurement Work Projects

Users track the status and history of procurements in a variety of ways:

- The Contract Period (PRCP) screen allows users to view information regarding the funds paid, funds pending, and funds remaining for each contract. This screen is described in detail under **Contract Period (PRCP) Query Screen**.
- The Contract Modification (PRCM) screen provides a history of contract modifications by contract period. This screen is described in detail under **Contract Modification (PRCM) Data Screen**.

Contract Types

Four (4) contract types are handled in the procurement process:

- Type M covers M&M contracts awarded beginning in 1999
- Type P covers M&M contracts awarded beginning in 2004
- Type C covers Closing Agent contracts
- Type O covers all other contracts

7.1 - Procurement Contracts Overview (continued)

Procurement Categories

For contracts entered prior to 2004 the procurement categories were defined as blanket or non-blanket.

- *A non-blanket procurement is for work that is completely defined (for specific cases) and for a specific dollar amount. To secure a procurement for non-blanket purchase orders, contracts, and work orders, a property case number is required.*
- *A blanket procurement is used when the scope of the contract or purchase order (P) is unknown. Typically, the amount or the properties involved is not defined.*

Table 7-1 shows the criteria for determining whether a procurement is non-blanket or blanket.

Table 7-1 Non-blanket and Blanket Procurement Criteria

	Non-blanket	Blanket
Dollar amount specified?	Yes	No
Case number(s) specified?	Yes	No
Case number required?	Yes	No

Note

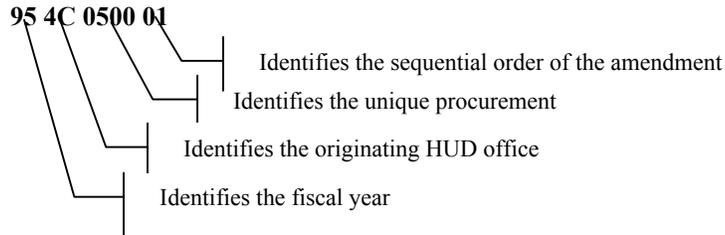
Information on procurement categories only applies to procurement records entered prior to 2004.

7.1 - Procurement Contracts Overview (continued)

Procurement Number

For procurement records established prior to 2004, SAMS automatically generated and assigned unique procurement numbers for efficient identification. This unique procurement number, like the transmittal identifiers contained in SAMS, were comprised of four (4) distinct fields:

- Two (2) digit Fiscal Year representation (i.e., 99=1999, 00=2000)
- Two (2) character originating HUD Office Identifier (Refer to **Appendix B – HUD Office Identifiers** for a list of HUD Office identification codes)
- Four (4) digit system-generated number that uniquely identifies a procurement (begins with 00001 for each HUD office at the start of each fiscal year and is incremented by one (1) for each procurement)
- Two (2) digit Amendment Number that identifies the current version (defaults to 01 when the procurement is created and increments by 1 for each change or amendment associated with the original procurement)



In combination, these four (4) fields uniquely identified the fiscal year, HUD Office, the procurement, and its version in SAMS.

7.2 Procurement Contracts Task

Establish, Maintain, and Track Procurements

The Procurement Contracts tasks identify, capture, and record procurement information for HUD-issued contracts and purchase orders necessary to ensure that properties in the HUD single-family inventory remain in good physical condition and retain their financial value.

Procurements are usually made by M&M contractors. Authorized field office (FO) employees may also initiate such purchases.

Processing Screens

The Procurement Contracts data screens allow authorized personnel to:

- Establish procurement records for multiple work projects for a single vendor or contractor
- Establish procurement records for contracts
- Maintain procurement information
- Track procurement work projects
- Research procurement information by payee NAID
- View historical changes made to the status of a procurement and the date of any status changes

Data/Query Screens

The data screens illustrated and described in detail in this section are:

- Procurement ContractPRCN
- Contract ModificationPRCM

The query screen illustrated and described in detail in this section is:

- Contract PeriodPRCP

Note

The screens included in this document are for illustrative purposes only and reflect the menu selections and screen layouts available at the time the screen was captured. Menu or screen changes from a later release of SAMS are noted and will be documented in the next release of this document.

7.2 - Procurement Contracts Task (continued)

Menu

The Procurement Contracts data screens are located on the Procurement Contracts Menu (LMPR), illustrated in Figure 7-1. To access the Procurement Contracts Menu (LMPR) either:

- Enter an *X* in the Sel field beside the *Procurement Contracts* option on the SAMS Data Entry Menu (LMDE) and press the <ENTER> key.
- Enter *LMPR* in the Screen field in the upper left-hand corner of a screen using the Expert mode and press the <F2> key.

Note

Refer to the **Using SAMS** section in **Chapter 1 – Introduction to SAMS** for detailed instructions on signing on to SAMS and opening the SAMS Main Menu.

S A M S		06/13/03
SCREEN: LMPR__	PROCUREMENT CONTRACTS	14:52:18 EST
TYPE (X) TO SELECT	SCREEN TITLE	
Q _ A _ S _ D _	PRCN PROCUREMENT CONTRACTS	
Q _	PRCP PROCUREMENT CONTRACT PERIODS	
Q _ S _	PRCM PROCUREMENT CONTRACT MODIFICATIONS	
PF 2=SWITCH 4=PREV MENU 5=MAIN MENU		

Figure 7-1 Procurement Contracts Menu (LMPR) Screen

Procurement Contract (PRCN) Data Screen

The procurement Contract (PRCN) data screen allows authorized Headquarters and HOC staff to:

- Enter the contract and contract obligation information such as the type of contract, contract value, contract period, and effective and expiration dates.
- Modify contract records.
- Add, modify, or delete contract period records in the summary maintenance mode.
- Monitor obligated funds and contract periods
- Remove contract records if there are no contract periods assigned to the contract or if the contract is established for a future date

Note

Contracts for Property Managers, Closing Agents, and other NAIDs can be created **ONLY** for the HOC areas associated with the user login ID.

Before You Begin

Gather this information before using the Procurement Contract (PRCN) screen, illustrated in Figure 7-2:

- Procurement contract number (only in query, delete, or summary mode)
- M&M contract area
- Established payee NAID
- Contract type
- Contract effective date
- Contract expiration date
- Contract value (optional)

```

                                S A M S                                07/07/04
SCREEN: QPRCN_                 PROCUREMENT CONTRACT QUERY             10:34:44 EST
NEXT CONTRACT: _____ CONTRACT AREA: _____
NAID: _____ NAME: _____

DESCRIPTION:                   CONTRACT TYPE:
EST. CONTRACT VAL:             EFFECTIVE DATE:
TOTAL OBLIGATION:             EXPIRATION DATE:

      CONTRACT   EFFECTIVE   EXPIRATION   ORIGINAL   MODIFIED
      PERIOD     DATE         DATE         OBLIGATION OBLIGATION

NEXT CONTRACT IS REQUIRED

PRCM: _ PRCP: _ GBCC: _

PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD
    
```

Figure 7-2 Procurement Contract Query (QPRCN) Screen

Note

The data displayed on the screens in this document are for illustration purposes only and **do not represent actual SAMS data**.

Data Screen Options

On the Procurement Contract (PRCN) screen:

- To **locate (query)** a contract and contract period information, enter *QPRCN* in the Screen field and press the <F2> key.
- To **add** a contract, enter *APRCN* in the Screen field and press the <F2> key.
- To **delete** a contract record, enter *DPRCN* in the Screen field and press the <F2> key.
- To **modify (summary mode)** the contract period dates or obligation amounts, enter *SPRCN* in the Screen field and press the <F2> key

Note

Only users with an authorization level of SU (superuser) can **modify** records with a Contract Type of *P* (for M&M contracts awarded beginning in 2004) or *M* (for M&M contracts awarded beginning in 1999).

7.2 - Procurement Contracts Task (continued)

*Data Screen
Options
(continued)*

- To **add** (*summary* mode) an option period for a contract, enter *SPRCN* in the Screen field and press the <F2> key.
- To **delete** (*summary* mode) the contract period, enter *SPRCN* in the Screen field and press the <F2> key.

Note

A contract period **cannot** be deleted if there are modifications for the period or open transmittals associated with the contract period. A future contract period can be deleted.

Procedure Table Follow the instructions in Table 7-2 Procurement Contract (PRCN) Procedure Table to add, modify (amend), and search for a contract:

Reminder

In the Procedure Tables included with each screen illustration, the fields which must be completed on a screen are marked as **[REQUIRED]**, fields which have a Look-up table available are marked with an asterisk (*), system-generated field entries are documented in a shaded row, and directions are provided for the various modes available on the screen. Refer to **Procedure Table** in **Section 1.1 – SAMS User’s Guide Standards** for additional information.

7.2 - Procurement Contracts Task (continued)

Table 7-2 Procurement Contract (PRCN) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Contract	12 alphanumeric characters Format: FY-FO-9999-99	[REQUIRED] In the <i>query</i> , <i>delete</i> , or <i>summary</i> modes, enter the procurement contract number.
		System-generated; based on the entries on the previous screen, if this screen is accessed through the <u>PRCN</u> field on the Contract Modification (PRCM) or the Contract Period (PRCP) screens, screen, illustrated and described under Contract Modification (PRCM) Data Screen and Contract Period (PRCP) Query Screen , respectively.
Contract Area	2 alphanumeric characters	[REQUIRED] In the <i>query</i> , <i>delete</i> , or <i>summary</i> modes, enter the M&M area identifier to which the contract is assigned.
		System-generated; based on the entries on the previous screen, if this screen is accessed through the <u>PRCN</u> field on the Contract Modification (PRCM) or the Contract Period (PRCP) screens, screen, illustrated and described under Contract Modification (PRCM) Data Screen and Contract Period (PRCP) Query Screen , respectively.
NAID	10 alphanumeric characters	[REQUIRED] In the <i>query</i> , <i>delete</i> , or <i>summary</i> modes, enter the payee NAID to which the contract is assigned. <i>Note: Only NAIDs in the M&M (contract) area associated with the user login ID will be accepted.</i>
		System-generated; based on the entries on the previous screen, if this screen is accessed through the <u>PRCN</u> field on the Contract Modification (PRCM) or the Contract Period (PRCP) screens, screen, illustrated and described under Contract Modification (PRCM) Data Screen and Contract Period (PRCP) Query Screen , respectively.
Name	N/A	System-generated; based on the entry in the <u>NAID</u> field.
Press the <F2> key.		
<i>Result: The system retrieves and displays the available values for the fields listed here.</i>		

7.2 - Procurement Contracts Task (continued)

Table 7-2 Procurement Contract (PRCN) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Description	20 alphanumeric characters	<p>[REQUIRED] In the <i>add</i> mode, enter a brief description for the contract in this field. <i>Note:</i> This field may be modified in the <i>summary</i> mode by the <i>GTM</i> or <i>GTR</i>.</p>
		System-generated in the <i>query</i> , <i>delete</i> , and <i>summary</i> modes based on the entries in the <u>Next Contract</u> , <u>Contract Area</u> , and <u>NAID</u> fields.
Contract Type	1 alphanumeric character M = M&M (awarded 1999) P = M&M (awarded May 2003) C = Closing Agent O = Other	<p>[REQUIRED] In the <i>add</i> mode, enter:</p> <ul style="list-style-type: none"> • <i>M</i> for M&M contracts awarded prior to June 2003 • <i>P</i> for M&M contracts awarded after May 2003 • <i>C</i> for Closing Agent contracts • <i>O</i> for all other contracts <p><i>Note:</i> Contract type must be <i>M</i> (awarded 1999) or <i>P</i> (awarded May 2003) for M&M contracts.</p> <p><i>Note:</i> Edits are not allowed in the contract period lines, if the <u>Contract Type</u> is <i>P</i> (awarded 1999) or <i>M</i> (awarded May 2003) unless the user authorization is <i>SU</i> (Superuser).</p>
		System-generated; in the <i>query</i> , <i>delete</i> , and <i>summary</i> modes based on the entries in the <u>Next Contract</u> , <u>Contract Area</u> , and <u>NAID</u> fields.

Table 7-2 Procurement Contract (PRCN) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
(Contract Type Description)	N/A	System-generated; based on the entry in the <u>Contract Type</u> field.
Est. Contract Val	11 numeric characters	In the add and summary modes the only the GTM or GTR can enter the total estimated contract value. <i>Note: If the amount entered in the <u>Total Obligation</u> field is greater than 0, the amount entered in this field must be greater than or equal to the amount entered in the <u>Total Obligation</u> field.</i>
		System-generated; in the query , delete , and summary modes based on the entries in the <u>Next Contract</u> , <u>Contract Area</u> , and <u>NAID</u> fields
Effective Date	10 alphanumeric characters Format: MM/DD/YY	[REQUIRED] In the add mode only the GTM or GTR can enter the date the contract becomes effective. <i>Note: The date entered in the contract <u>Effective Date</u> field:</i> <ul style="list-style-type: none"> • Must be no more than 60 days before the current system date, equal to the current system date, or greater than the current system date • Cannot be in another contract period. • Must not be greater than or equal to the entry in the <u>Expiration Date</u> field • Is used for the first contract period calculations on the Closing Agent Contract (GBCC) screen, illustrated and described under Closing Agent Contract (GBCC) Data Screen in Chapter 2 – Global Definitions. In the summary mode, the entry in this field can be changed: <ul style="list-style-type: none"> • By users with an authorization of SU (Superuser) for records with a Contract Type of P (awarded 1999) or M (awarded May 2003). • For records with a <u>Contract Type</u> of C (Closing Agent) or O (Other) • To a date not more than sixty (60) days in the past, only for the first date in the contract period .
		System-generated; in the query , delete , and summary modes based on the entries in the <u>Next Contract</u> , <u>Contract Area</u> , and <u>NAID</u> fields

7.2 - Procurement Contracts Task (continued)

Table 7-2 Procurement Contract (PRCN) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Total Obligation	N/A	<p>System-generated; calculation based on the total of all period obligations plus the period modification amounts for the selected record.</p> <p><i>Note:</i> The obligation amount cannot equal \$0.00.</p>
Expiration Date	10 alphanumeric characters	<p>[REQUIRED] In the <i>add</i> mode the GTM or GTR can enter the contract expiration date in this field. This date represents the anticipated end-date when all contract option periods are exercised.</p> <p><i>Note:</i> The date entered in the contract <u>Expiration Date</u> field:</p> <ul style="list-style-type: none"> • Must be greater than or equal to the current system date • Must be later than the date entered in the contract <u>Effective Date</u> field. • Cannot be in another contract period <p><i>Note:</i> The entry in this field can be changed for Closing Agent contracts only, even for expired contracts. To allow a Closing Agent contract extension, in the summary modify mode, enter the revised expiration date.</p>
		<p>System-generated; in the <i>query</i>, <i>delete</i>, and <i>summary</i> modes based on the entries in the <u>Next Contract</u>, <u>Contract Area</u>, and <u>NAID</u> fields.</p>
<p>In the <i>add</i> mode, enter the contract details and press the <ENTER> key to create the contract record.</p>		
<p>Result: The system creates the record and allows data entry in the period information fields.</p>		
Opt	<p>1 alphanumeric character</p> <p>A = Add contract period</p> <p>M = Modify contract period</p> <p>D = Delete contract period</p> <p>X=GOTO PRCP screen</p>	<p>In the <i>summary</i> (SPRCN) mode, enter:</p> <ul style="list-style-type: none"> • <i>A</i> to add a contract period • <i>M</i> to modify the contract period dates and obligation amounts • <i>D</i> to delete a contract period <p><i>Note:</i> Deletion is not allowed if there are unprocessed modifications for the period or open transmittals associated with the contract period. A future contract period can be deleted.</p> <p>Only in the <i>query</i> (QPRCN) mode, enter <i>X</i> in this field to access the Contract Period (PRCP) screen, illustrated and described in detail under Contract Period (PRCP) Query Screen.</p>

7.2 - Procurement Contracts Task (continued)

Table 7-2 Procurement Contract (PRCN) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Contract Period	4 numeric characters	<p>[REQUIRED] In the summary add mode enter the contract period (i.e., 1, 0005, 2004).</p> <p><i>Note: The <u>Contract Period</u> field entry:</i></p> <ul style="list-style-type: none"> • Must be for a unique period (the contract period cannot already exist in SAMS) • Can be modified for expired, future, or current contract periods • Cannot be deleted for an expired or current contract period • Cannot overlap another period for the same contract • Must be greater than the last period indicated <p>System-generated; in the query, delete, and summary modes based on the entries in the <u>Next Contract, Contract Area,</u> and <u>NAID</u> fields.</p>
Effective Date	10 alphanumeric characters	<p>[REQUIRED] In the summary add mode enter the date the contract period defined in the <u>Contract Period</u> field becomes effective.</p> <p><i>Note: The date entered in the period <u>Effective Date</u> field:</i></p> <ul style="list-style-type: none"> • For the first contract period must be equal to the date entered in the contract <u>Effective Date</u> field (in the upper portion of the screen). • Must be no more than sixty (60) days before the current system date, or must be greater than the current system date, or equal to the current system date. • Cannot fall within another contract period • Cannot be modified for a current contract period <p>System-generated; in the query, delete, and summary modes based on the entries in the <u>Next Contract, Contract Area,</u> and <u>NAID</u> fields.</p>

7.2 - Procurement Contracts Task (continued)

Table 7-2 Procurement Contract (PRCN) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Expiration Date	10 alphanumeric characters	<p>[REQUIRED] In the <i>summary add</i> mode enter the date the contract period defined in the <u>Contract Period</u> field expires.</p> <p><i>Note:</i> The date entered in the <u>Expiration Date</u> field:</p> <ul style="list-style-type: none"> • Cannot be modified for a current contract period. • Must be greater than the date entered in the period <u>Effective Date</u> field.. • Cannot be greater than the entry in the contract <u>Expiration Date</u> field. <p>System-generated; in the <i>query</i>, <i>delete</i>, and <i>summary</i> modes based on the entries in the <u>Next Contract</u>, <u>Contract Area</u>, and <u>NAID</u> fields.</p>
Original Obligation	10 numeric characters	<p>[REQUIRED] In the <i>summary add</i> mode enter the amount of the original obligation. The entry in this field cannot be set to \$0.00.</p> <p>System-generated; in the <i>query</i>, <i>delete</i>, and <i>summary</i> modes based on the entries in the <u>Next Contract</u>, <u>Contract Area</u>, and <u>NAID</u> fields.</p>
Modified Obligation	N/A	System-generated; sum of the amount in the <u>Original Obligation</u> field plus the modified amounts.
PRCM	1 character X=GOTO PRCM screen	<p>Enter an <i>X</i> in this field:</p> <ul style="list-style-type: none"> • from the <i>summary</i> (<i>SPRCN</i>) mode to access the <i>summary</i> mode of the Contract Modification (PRCM) screen, illustrated and described under Contract Modification (PRCM) Data Screen. • from the <i>query</i> (<i>QPRCN</i>) mode to access the <i>query</i> mode of the Contract Modification (PRCM) screen, illustrated and described under Contract Modification (PRCM) Data Screen. <p><i>Note:</i> Only one GOTO router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>PRCP</u> or <u>GBCC</u> fields.</p>
PRCP	1 character X=GOTO PRCP screen	<p>Enter an <i>X</i> in this field to access the <i>query</i> mode of the Contract Period (PRCP) screen, illustrated and described under Contract Period (PRCP) Query Screen, for the first period displayed on this screen.</p> <p><i>Note:</i> Only one GOTO router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>PRCM</u> or <u>GBCC</u> fields.</p>

Table 7-2 Procurement Contract (PRCN) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
GBCC	1 character X=GOTO GBCC screen	<p>For Closing Agent contracts (<u>Contract Type = C</u>) only, enter an <i>X</i> in this field to access the query mode of the Closing Agent Contract (GBCC) screen, illustrated and described under Closing Agent Contract (GBCC) Data Screen in Chapter 2 – Global Definitions.</p> <p><i>Note:</i> Only one GOTO router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>PRCM</u> of <u>PRCP</u> fields.</p>
<p>Press the <F2> key to commit the addition, modification, or deletion of the record.</p> <p>Result: The system displays a successful completion message and:</p> <ul style="list-style-type: none"> • If an <i>X</i> is entered in the <u>Opt</u> field in the query mode, the system displays the Contract Period (PRCP) screen, illustrated and described in detail under Contract Period (PRCP) Query Screen, • In the add mode, the system displays the contract period fields for data entry and changes to the summary mode • In the delete mode, the system removes the selected record • In the summary add mode(an <i>A</i> is entered in the <u>Opt</u> field), the system adds the contract period record information entered • In the summary modify mode (an <i>M</i> is entered in the <u>Opt</u> field), the system saves the changes entered for the contract period record • In the summary delete mode (a <i>D</i> is entered in the <u>Opt</u> field), the system deletes the contract period record, if there are no modifications for the period or any open transmittals associated with the contract period. <p>Press the <ENTER> key again to clear any messages before attempting to:</p> <ul style="list-style-type: none"> • add new contract records • delete additional contract records • add, modify, or delete contract period records • access the Contract Modification (PRCM) screen, illustrated and described under Contract Modification (PRCM) Data Screen. • access the Contract Period (PRCP) screen, illustrated and described under Contract Period (PRCP) Query Screen, • access the Closing Agent Contract (GBCC) screen, illustrated and described under Closing Agent Contract (GBCC) Data Screen in Chapter 2 – Global Definitions <p>Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</p>		

7.2 - Procurement Contracts Task (continued)

Contract Modification (PRCM) Data Screen

The Contract Modification (PRCM) data screen allows authorized Headquarters and HOC personnel to:

- Add modifications to a contract period
- Change the procurement contract period amounts for a contract periods

The period information is displayed at the top of the screen and the modifications are displayed at the bottom of the screen.

Before You Begin

Gather this information before using the Contract Modification (PRCM) screen, illustrated in Figure 7-2:

- Contract identifier
- Contract period
- Contract area
- NAID

```

                                S A M S                                07/12/04
SCREEN: QPRCM_                  CONTRACT MODIFICATION QUERY          10:12:53 EST
NEXT CONTRACT: C-OPC-21519_    NEXT PERIOD: 2003    CONTRACT AREA: A1
NAID: GLDNFT9005    NAME: GOLDEN FEATHER REALTY SERVICES
DESCRIPTION: MGMS (AWARDED 1999)    EFFECTIVE DATE: 02/01/03
CURRENT OBLIGATION: $73,207,993.00    EXPIRATION DATE: 04/30/04

  OPT MODIFICATION    DATE    AMOUNT    COMMENT
      40    07/21/03    $2,500,000.00    07/03 SHORTAGE
      41    08/13/03    $32,000,000.00    07/01/03- 01/31/04
      47    02/01/04    $20,938,795.00    SURPLUS FUNDING

                                PRCN: _ PRCP: _
NO MORE PROCUREMENT CONTRACT MODIFICATIONS TO DISPLAY
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD
```

Figure 7-3 Contract Modification Query (QPRCM) Screen

7.2 - Procurement Contracts Task (continued)

Data Screen Options

On the Contract Modification (PRCM) screen:

- To **locate (query)** contract modification information, enter *QPRCM* in the Screen field and press the <F2> key.
- To **add, modify, or delete (summary mode)** a contract record, enter *SPRCM* in the Screen field and press the <F2> key.
- To **locate (query)** contract modification records, enter an *X* in the Sel field on the Procurement Contract Period (PRCP) screen, illustrated and described under **Contract Period (PRCP) Query Screen**, and press the <F2> key.

Note

The GTM or GTR can scroll through and view the summary mode records, but cannot make modifications to the records.

Procedure Table Follow the instructions in **Table 7-3 Contract Modification (PRCM) Procedure Table** to add, modify (amend), and search for a contract:

Table 7-3 Contract Modification (PRCM) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Contract	12 alphanumeric characters	[REQUIRED] Enter the contract identification for the contract to be viewed, modified, or deleted. System-generated; based on the entries on the previous screen, if this screen is accessed through the <u>PRCM</u> field on the Procurement Contract (PRCN) or the Contract Period (PRCP) screens, , illustrated and described under Procurement Contract (PRCN) Data Screen and Contract Period (PRCP) Query Screen , respectively.
Next Period	4 numeric characters	[REQUIRED] To view a specific contract period record, enter the period in this field. System-generated; based on the entries on the previous screen, if this screen is accessed through the <u>PRCM</u> field on the Procurement Contract (PRCN) or the Contract Period (PRCP) screens, screen, illustrated and described under Procurement Contract (PRCN) Data Screen and Contract Period (PRCP) Query Screen , respectively.

7.2 - Procurement Contracts Task (continued)

Table 7-3 Contract Modification (PRCM) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Contract Area	2 alphanumeric characters	[REQUIRED] Enter the M&M area associated with the contract identified in the <u>Next Contract</u> field. System-generated; based on the entries on the previous screen, if this screen is accessed through the <u>PRCM</u> field on the Procurement Contract (PRCN) or the Contract Period (PRCP) screens, screen, illustrated and described under Procurement Contract (PRCN) Data Screen and Contract Period (PRCP) Query Screen , respectively.
NAID	10 alphanumeric characters	[REQUIRED] Enter the NAID associated with the contract to be viewed, modified, or deleted. System-generated; based on the entries on the previous screen, if this screen is accessed through the <u>PRCM</u> field on the Procurement Contract (PRCN) or the Contract Period (PRCP) screens, screen, illustrated and described under Procurement Contract (PRCN) Data Screen and Contract Period (PRCP) Query Screen , respectively.
Name	40 alphanumeric characters	System-generated; name of the NAID identified in the <u>NAID</u> field.
Press the <F2> key.		
<i>Result: The system retrieves and displays the available values for the fields listed here.</i>		
Description	20 alphanumeric characters	System-generated; contract description; in the <i>query</i> and <i>summary</i> modes based on the record selected in the <u>Next Contract</u> , <u>Next Period</u> , <u>Contract Area</u> , and <u>NAID</u> fields.
Effective Date	10 numeric characters	System-generated; in the <i>query</i> and <i>summary</i> modes based on the record selected in the <u>Next Contract</u> , <u>Next Period</u> , <u>Contract Area</u> , and <u>NAID</u> fields or based on the entries on the Procurement Contract (PRCN) screen for the record indicated in the <u>Next Contract</u> , <u>Next Period</u> , <u>Contract Area</u> , and <u>NAID</u> fields. The Procurement Contract (PRCN) screen is , illustrated and described under Procurement Contract (PRCN) Data Screen .
Current Obligation	10 alphanumeric characters	System-generated; equals the sum of the original obligation amount plus the modified amounts.

Table 7-3 Contract Modification (PRCM) Procedure Table, continued

Expiration Date	10 alphanumeric characters	System-generated; in the <i>query</i> and <i>summary</i> modes based on the record selected in the <u>Next Contract</u> , <u>Next Period</u> , <u>Contract Area</u> , and <u>NAID</u> fields or based on the entries on the Procurement Contract (PRCN) screen for the record indicated in the <u>Next Contract</u> , <u>Next Period</u> , <u>Contract Area</u> , and <u>NAID</u> fields. The Procurement Contract (PRCN) screen is , illustrated and described under Procurement Contract (PRCN) Data Screen, .
Opt	1 alphanumeric character A = Add modification M = Change modification D = Delete modification	In the <i>summary</i> (SPRCM) mode, enter: <ul style="list-style-type: none"> • An <i>A</i> in the <u>Opt</u> field to the left of a blank row to add a contract modification to an existing period • An <i>M</i> in the <u>Opt</u> field to the left of the record to modify the contract amount for an existing period • A <i>D</i> in the <u>Opt</u> field to the left of the contract modification record to delete a modification record from an existing period
Modification	4 numeric characters	[REQUIRED] In the <i>summary add</i> mode, enter the contract modification sequence number. <i>Note:</i> <i>Modification numbers are not required to be sequential, but the most current period value must be greater than the previous value (i.e., 0001, 0002, 0005, 0007).</i>
		System-generated; in the <i>query</i> and <i>summary</i> modes for previous modifications, based on the record selected in the <u>Next Contract</u> , <u>Next Period</u> , <u>Contract Area</u> , and <u>NAID</u> fields.
Date	10 alphanumeric characters	[REQUIRED] In the <i>summary add</i> mode, enter the date of the modification. This date must fall between the period effective date and the period expiration date.
		System-generated; in the <i>query</i> and <i>summary</i> modes based on the record selected in the <u>Next Contract</u> , <u>Next Period</u> , <u>Contract Area</u> , and <u>NAID</u> fields.

Table 7-3 Contract Modification (PRCM) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Amount	10 numeric characters	<p>[REQUIRED] In the <i>summary add</i> mode, enter the adjusting (modification) amount to be applied to the amount shown in the <u>Current Obligation</u> field. If the obligation amount is being decreased, enter a minus sign before the number entered. For example:</p> <ul style="list-style-type: none"> • If the contract obligation changes from \$5,000 to \$5,500, enter 500 in this field. • If the contract obligation changes from \$5,000 to \$4,500, enter -500 in this field. <p><i>Note:</i> Users with SU (superuser) authorization can modify the obligation amount for any contract type. GTR and GTM users can modify the obligation amount for C (Closing Agent) or O (Other) contract types.</p> <p><i>Note:</i> The total obligation amount cannot equal \$0.00.</p>
		System-generated; in the <i>query</i> and <i>summary</i> modes based on the record selected in the <u>Next Contract</u> , <u>Next Period</u> , <u>Contract Area</u> , and <u>NAID</u> fields.
Comment	30 alphanumeric characters	<p>[REQUIRED] In the <i>summary add</i> mode, enter a brief explanation for the modification in this field.</p>
PRCN	1 character X=GOTO PRCN Screen	<p>Enter an X in this field:</p> <ul style="list-style-type: none"> • from the <i>summary (SPRCM)</i> mode to access the <i>summary</i> mode of the Procurement Contract (PRCN) screen, illustrated and described in detail under Procurement Contract (PRCN) Data Screen. • from the <i>query (QPRCM)</i> mode to access the <i>query</i> mode of the Procurement Contract (PRCN) screen, illustrated and described in detail under Procurement Contract (PRCN) Data Screen. <p><i>Note:</i> Only one GOTO router is allowed at a time. If an X is entered in this field, no entry is allowed in the <u>PRCP</u> field.</p>

Table 7-3 Contract Modification (PRCM) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
PRCP	1 character X=GOTO PRCP Screen	Enter an <i>X</i> in this field to access the <i>query</i> mode of the Contract Period (PRCP) screen, illustrated and described under Contract Period (PRCP) Query Screen . <i>Note:</i> Only one GOTO router is allowed at a time. If an <i>X</i> is entered in this field, no entry is allowed in the <u>PRCN</u> field.
<p>Press the <F2> key to commit the addition, modification, or deletion of the record.</p> <p>Result: The system displays a successful completion message and:</p> <ul style="list-style-type: none"> • If an <i>X</i> is entered in the <u>Opt</u> field in the query mode, the system displays the Contract Modification (PRCM) screen, illustrated and described in detail under Contract Modification (PRCM) Data Screen • In the summary add mode(an <i>A</i> is entered in the <u>Opt</u> field), the system processes the modification to current obligation modification record selected • In the summary modify mode (an <i>M</i> is entered in the <u>Opt</u> field), the system saves the changes entered for the contract obligation modification record • In the summary delete mode (a <i>D</i> is entered in the <u>Opt</u> field), the system deletes the contract modification record <p>Press the <ENTER> key again to clear any messages before attempting to:</p> <ul style="list-style-type: none"> • add new modification records • delete additional modification records • change additional modification records • access the Contract Modification (PRCN) screen, illustrated and described under Procurement Contract (PRCN) Data Screen • access the Contract Period (PRCP) screen, illustrated and described under Contract Period (PRCP) Query Screen, <p>Note: If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</p>		

7.2 - Procurement Contracts Task (continued)

Contract Period (PRCP) Query Screen

The Contract Period (PRCP) query screen allows authorized Headquarters and HOC personnel to view contract period:

- Obligations by contract period
- Payments by contract period
- Remaining amounts by contract period
- Pending amounts by contract period

Contract information displays at the top of the screen and the obligation, paid, remaining, and pending amounts for each period display at the bottom of the screen.

Before Your Begin

Gather this information before using the Contract Period (PRCP) query screen, illustrated in Figure 7-4:

- Contract identifier
- NAID

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                                S A M S                                07/12/04
SCREEN: QPRCP_                  CONTRACT PERIOD QUERY                10:11:53 EST
NEXT CONTRACT: C-OPC-21519_ CONTRACT AREA: A1
NAID: GLDNFT9005   NAME: GOLDEN FEATHER REALTY SERVICES

DESCRIPTION: M&MS (AWARDED 1999)      EFFECTIVE DATE: 02/01/99
TOTAL OBLIGATION: $162,119,906.00    EXPIRATION DATE: 04/30/04
CONTRACT
SEL  PERIOD  OBLIGATION  PAID  REMAINING  PENDING
-    1999   $20,047,074.00 $ 1,076,191.13 $18,970,882.87 $ 3,449,687.03
-    2000   $   7,491.00 $30,458,009.59 $30,450,518.59- $ 2,112,773.51
-    2001   $23,825,854.00 $23,240,089.45 $ 585,764.55 $ 1,761,127.10
-    2002   $45,031,494.00 $29,750,022.69 $15,281,471.31 $ 2,794,365.77
-    2003   $73,207,993.00 $49,614,068.97 $23,593,924.03 $ 3,440,076.81

                                PRCN: _
NO MORE PROCUREMENT CONTRACT PERIOD TO DISPLAY
PF 1=HELP 2=SWITCH 4=PREV MENU 5=MAIN MENU 7=BKWD 8=FRWD

```

Figure 7-4 Contract Period Query (QPRCP) Screen

7.2 - Procurement Contracts Task (continued)

Data Screen Options On the Contract Period (PRCP) query screen:

- To **locate (query)** a contract period, enter *QPRCP* in the Screen field and press the <F2> key.
- To **locate (query)** a contract period, enter an *X* in the Opt field on the Procurement Contract (PRCN) screen, illustrated and described in detail under **Procurement Contract (PRCN) Data Screen**, and press the <F2> key

Procedure Table Follow the instructions on Table 7-4 Contract Period (PRCP) Procedure Table to add, modify (amend), or search for a blanket procurement:

Table 7-4 Contract Period (PRCP) Procedure Table

DATA FIELD	VALID ENTRIES	DESCRIPTION
Next Contract	12 alphanumeric characters	[REQUIRED] Enter the unique identifier for the contract to be viewed. System-generated; based on the entries on the previous screen, if this screen is accessed through the Contact Modification (PRCM) or Procurement Contract (PRCN) Data Screen screens, illustrated and described under Contract Modification (PRCM) Data Screen , respectively..
Contract Area	2 alphanumeric characters	[REQUIRED] Enter the M&M area associated with the contract to be viewed. System-generated; based on the entries on the previous screen, if this screen is accessed through the Contact Modification (PRCM) or Procurement Contract (PRCN) Data Screen screens, illustrated and described under Contract Modification (PRCM) Data Screen , respectively..
NAID	10 alphanumeric characters	[REQUIRED] Enter the NAID associated with the contract to be viewed.. System-generated; based on the entries on the previous screen, if this screen is accessed through the Contact Modification (PRCM) or Procurement Contract (PRCN) Data Screen screens, illustrated and described under Contract Modification (PRCM) Data Screen , respectively..
Name	N/A	System-generated; business name of the NAID selected in the <u>NAID</u> field.
Press the <F2> key.		
<i>Result: The system retrieves and displays the available values for the fields listed here.</i>		
Description	N/A	System-generated; contract description based on the entry in the <u>Next Contract</u> , <u>Contract Area</u> , and <u>NAID</u> fields
Effective Date	N/A	System-generated; contract effective date based on the record selected in the <u>Next Contract</u> , <u>Contract Area</u> , and <u>NAID</u> fields.

7.2 - Procurement Contracts Task (continued)

Table 7-4 Contract Period (PRCP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
Total Obligation	N/A	System-generated; sum of all the contract period's modified obligation amounts for the record identified in the <u>Next Contract</u> , <u>Contract Area</u> , and <u>NAID</u> fields
Expiration Date	N/A	System-generated; date the contract expires based on the contract identified in the <u>Next Contract</u> field.
Sel	1 characters X = GOTO PRCM screen	Enter an X and press the < ENTER > key to access the (PRCM) screen, illustrated and described under Contract Modification (PRCM) Data Screen , to modify the contract information for the selected record.
Contract Period	N/A	System-generated; contract period based on the contract record identified in the <u>Next Contract</u> , <u>Contract Area</u> , and <u>NAID</u> fields
Obligation	N/A	System-generated; contract period based on the contract record identified in the <u>Next Contract</u> field. This field displays the contract period's original obligation amount plus modifications
Paid	N/A	System-generated; contract paid amount based on the contract record identified in the <u>Next Contract</u> field.
Remaining	N/A	System-generated; contract remaining amount based on the contract record identified in the <u>Next Contract</u> field. The entry in this field is calculated as: (Period Obligation + sum of all period modifications) – period Paid amounts = Remaining amount
Pending	N/A	System-generated; contract pending amount based on the contract record identified in the <u>Next Contract</u> field. This field reflects the unpaid transmittals in any status other than CC, EF, CA, EC, or RJ for the contract.

Table 7-4 Contract Period (PRCP) Procedure Table, continued

DATA FIELD	VALID ENTRIES	DESCRIPTION
PRCN	1 character X = GOTO PRCN screen	Enter an <i>X</i> and press the <ENTER> key to access the Procurement Contract (PRCN) screen, illustrated and described under Procurement Contract (PRCN) Data Screen .
<p><i>Make the desired entry and press the <ENTER> key.</i></p> <p>Result: <i>The system displays a successful completion message and:</i></p> <ul style="list-style-type: none"> • <i>If an X is entered in the <u>Sel</u> field, displays the Contract Modification (PRCM) screen, illustrated and described in detail under Contract Modification (PRCM) Data Screen</i> • <i>If an X is entered in the <u>PRCN</u> field, displays the Procurement Contract (PRCN) screen, illustrated and described in detail under Procurement Contract (PRCN) Data Screen.</i> <p>Note: <i>If an error message displays, make the necessary corrections and press the <ENTER> key again to clear the error message.</i></p>		
